

PERSONNEL BOARD MEETING MINUTES
Monday, December 16, 2019 – 6:00 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Vice-Chairperson; **Angel Maestre**, Member; **John Ulloa**, Member.

PRESENT Stephen Dielmann, Vice-Chairperson; Angel Maestre, Member; John Ulloa, Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Elsa I. Jaramillo-Velez, Assistant City Attorney.

ABSENT

AGENDA

1. Request to approve the minutes of the November 2019 Personnel Board meeting.

APPROVED 3-0. Motion by Mr. Maestre. Second by Mr. Ulloa. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations received November 2019.

1. Juan J. Arriola	Fire Department
2. Anthony R. Cuevas	Fire Department
3. Alain Pineiro	Fire Department
4. Isaiah T. Williams	Fire Department
5. Rubin J. Wilson	Fire Department
6. Rachel Gigato	Police Department
7. Sonia M. Remond	Police Department
8. Darlene Gomez	Streets Department
9. John W. Edinger	Public Works Department
10. Jose A. Hernandez	Public Works Department

APPROVED 3-0. Motion by Mr. Ulloa. Second by Mr. Maestre. Passed by unanimous vote.

Comment: Mr. Ulloa asked how long the leave is for.

- Please refer to the Collective Bargaining Agreement between City of Hialeah, Florida and Hialeah Civil Service Employees Association/AFSCME LOCAL 161, Article 21.
- Please refer to the Collective Bargaining Agreement between City of Hialeah, Florida and Hialeah Association of Fire Fighters I.A.F.F LOCAL 1102, Article 60.
- Please refer to the Collective Bargaining Agreement between City of Hialeah, Florida and Fraternal Order of Police Lodge NO. 12, Article 41.
- According to The City of Hialeah, Florida Civil Service Rules and Regulations, any request for time off for bereavement leave, shall be governed by the applicable CBA.

3. Report of **Leave without Pay** for November 2019.

SO NOTED.

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4. Report of **Civil Service Appointments** for November 2019.

- | | |
|--------------------------------------|-----------------|
| 1. Javier Perez (Fire Lieutenant) | Fire Department |
| 2. Ramon F. Rodriguez (Fire Captain) | Fire Department |

SO NOTED.

5. Report of **Resignations** for November 2019.

- | | |
|------------------|---------------------------------|
| 1. Erika Cordovi | Parks and Recreation Department |
| 2. Ariol Lage | Police Department |
| 3. Leticia Diaz | Public Works Department |
| 4. Amy Basanta | Streets Department |
| 5. Jorge Rivero | Streets Department |

SO NOTED.

6. Report of **Maternal/Paternal Leave** for November 2019.

- | | |
|----------------------|---------------------------------|
| 1. Daniel O. Cicilia | Fire Department |
| 2. Ashly Deschapell | Parks and Recreation Department |
| 3. Natalie Ruiz | Police Department |
| 4. Raul Sanchez | Police Department |

SO NOTED.

7. Request to certify the eligibility list for **Police Sergeant.**

APPROVED 3-0. Motion by Mr. Maestre. Second by Mr. Ulloa. Passed by unanimous vote.

8. Request to approve the changes of the job description for the position of **Executive Legal Assistant.**

Copy of prior and revised job description are attached.
Range 31: \$1,386 - \$2,828 Bi-weekly.

APPROVED 3-0. Motion by Mr. Maestre. Second by Mr. Ulloa. Passed by unanimous vote.

9. Request to approve Civil Service status for the listed employees in accordance with Rule VIII, section 6 (b) of the Civil Service Rules and Regulations.

APPROVED 3-0. Motion by Mr. Maestre. Second by Mr. Ulloa. Passed by unanimous vote.

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10. Request to conduct an in-house and open to the public, competitive, civil service examination for the position of **Park Manager** and merge the names from the current eligibility list.
- a. In-house and open to the public, competitive
 - b. 40% Written, 60% Oral
 - c. Must obtain a minimum combined score of 70% for placement on the eligibility list.

Copy of job description and current eligibility list are attached.
Range 48: \$1,155 - \$2,325 Bi-weekly.

APPROVED 3-0. Motion by Mr. Ulloa. Second by Mr. Maestre. Passed by unanimous vote.

11. Request to hear **Unfinished Business**.

12. Request to hear **New Business**.

Comment: Ms. Jaramillo-Velez suggests that once the Personnel Board has all its members, the City should provide a workshop (continuation of one of the meetings) in which a review could be offered on certain public records, on the Sunshine Law, etc. especially for the new board members and the future ones to come.

NEXT PERSONNEL BOARD MEETING: MONDAY, JANUARY 6, 2020 - 6:00 PM

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, June & July need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than two (2) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.